

Date: September 21st, 2001

From: ACOS, Research & Development Service

Subj: Information Technology Purchases w/ VA Funds

To: Principal Investigators with VA Funds

Effective immediately, all requests for purchase of Information Technology (IT) items must be placed through the Research & Development Service administrative office. This includes hardware, software, repair, replacement of minor system components, discs, toner cartridges, Internet access, and cell phones. Do not place orders for any IT purchases on your Visa card.

This turn of events is in response to a mandate by Secretary Principi (his "Information Technology Governance" policy) to know "how and on what" DVA uses its \$1.4 billion-plus information technology budget. Dr. Feussner's office at VACO will now require their approval of all purchases of telecommunications and computer related items. Our initial inquiry on the length of the approval process varies according to the type of request, but their goal is to approve the electronic request within days (not weeks) after it is received electronically by R&D Service in VA Central Office.

Please turn in all information technology items (see above) to the Research & Development administrative Office and indicate on the order form "Please order on office visa". The administrative office will obtain permission for the purchase, and place the order for you. At this time the turnaround time is not known, but the orders will be entered into the IT system the day they are received.

I appreciate your patience during the implementation of this process.

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